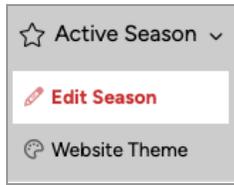


# Setting up Nominations



To set up nominations for your awards season, you will need to start on the 'Edit Season' page, under 'Active Season'.

Using the Nomination dropdown, select 'Activate public nominations'.



Opening the 'Nomination form settings' will show which questions are on the form by default for the nominators to fill out. There are a few customization options for this form. Any field label can be updated, and there are a few fields that can be displayed or removed. Nominator and Nominee contact information is always required.

A screenshot of a settings panel for 'Nominator'. It contains several sections: 'Nominator first name' with a text input field and 'Field label \*' set to 'Your first name'; 'Nominator last name' with a text input field and 'Field label \*' set to 'Your last name'; 'Nominator email address' with a text input field and 'Field label \*' set to 'Your email'; 'Nominator phone number' with a text input field, 'Field label' set to 'Your phone number', and checkboxes for 'Display this field' (checked) and 'Require this field' (unchecked); 'Anonymous nominator' with a text input field, 'Field label' set to 'I wish to remain anonymous.', and checkboxes for 'Display this field' (unchecked) and 'Require this field' (unchecked); and 'References for self-nomination' with a text input field, 'Field label' set to 'If you are nominating...', and checkboxes for 'Display this field' (checked) and 'Require this field' (unchecked).A screenshot of a settings panel for 'Questions'. It contains three sections: 'Affiliation with the nominee' with a text input field, 'Field label' set to 'How are you affiliated with the nominee?', and checkboxes for 'Display this field' (unchecked) and 'Require this field' (unchecked); 'Reason for nomination' with a text input field, 'Field label \*' set to 'Please provide a brief reason why this nominee is worthy of this award.', and checkboxes for 'Display this field' (checked) and 'Require this field' (checked); and 'How the nominator heard about your awards' with a text input field, 'Field label' set to 'How did you hear about our awards?', 'Options' set to 'Radio ad,Social media,Google', and checkboxes for 'Display this field' (unchecked) and 'Require this field' (unchecked). At the bottom, there is a green 'Save' button.A screenshot of a settings panel for 'Nominee'. It contains several sections: 'Nominee name' with a text input field, 'Field label \*' set to 'Name of nominee', and a note: 'Depending on your program, a "nominee" might be a person or a company.'; 'Nominee extra field' with a text input field, 'Field label' set to 'Company of nominee', and checkboxes for 'Display this field' (checked) and 'Require this field' (unchecked); 'Nominee phone number' with a text input field, 'Field label' set to 'Nominee phone number', and checkboxes for 'Display this field' (checked) and 'Require this field' (unchecked); 'Nominee email address' with a text input field, 'Field label \*' set to 'Nominee email address', and checkboxes for 'Display this field' (checked) and 'Require this field' (checked); 'Nominee location verification' with a text input field, 'Field label' set to 'Nominee is located in our city', 'Options' set to 'Yes,No,Unsure', and checkboxes for 'Display this field' (unchecked) and 'Require this field' (unchecked); and 'Nominee street or mailing address' with a text input field, 'Field label' set to 'Nominee street/ mailing address', and checkboxes for 'Display this field' (unchecked) and 'Require this field' (unchecked).

Back in the Nomination settings, you can set the dates for your nominations, as well as set the notifications that will be sent during the nomination process. For more information about setting up notifications, see the Messenger video and [documents](#). The ‘Send nominee congratulation emails’ option should be used if you are not using ‘Nomination Approvals.’ We will cover that later.

### Open and close nominations by date

Leave blank to open and close manually.

Start date	07/01/2023
Start time	12:00 AM
End date	12/31/2023
End time	11:59 PM

### Nomination Notifications

Receive admin notifications

Uncheck if you don't want to be notified every time someone submits a nomination.

Send nominee congratulation emails

If checked, nominees will be notified and invited automatically to submit an entry.

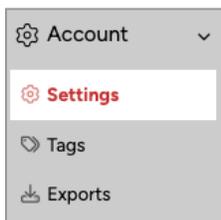
Send nominator confirmation emails

Selecting either the ‘Edit nominee email’ button or the ‘Edit nominator email’ button will bring you over to the Messenger page to make updates to these email templates. The last setting in this area is setting a fee for nominations, which may or may not apply to your process.

[Edit nominee email](#) [Edit nominator email](#)

### Nomination payments

Charge a fee for public nominations



The next step for setting up your Nominations begins by opening the ‘Settings’ page under ‘Account’.

Scroll down until you see the Nominations section of this page.

# Nominations

## ▼ General Nomination Settings

In your season settings, turn public nominations on/off, set nomination open/close dates, and customize the emails nominators and nominees receive.

[Customize season settings](#)

"Reason" word limit \*

Allow judges to see nomination reasons

Judges will see only the "reason" given by the nominator. Judges will not see the nominator's name or any other details.

▶  Nomination Limit

▶  Category Selection

▶  Nomination Approval

The General Nominations Settings let you set a word limit for the 'Reason' a nominator would like to submit their nomination.

If you would like to use the Nomination form as part of the entry, you can 'Allow judges to see nomination reasons'. This will give the Judge extra information about why the entrant may be deserving of the Award.

## Nominations

▶  General Nomination Settings

▼  Nomination Limit

Single Nomination (Default)

One nomination per nominee per category.

Unlimited Nominations

Unlimited nominations per nominee to allow nominations to function as votes.

▶  Category Selection

▶  Nomination Approval

The Nomination Limit allows you to set either Single or Unlimited nominations per category. Single nomination means that a nominator can only nominate a person/business once per category. If you set this to Unlimited, the nominator can submit any number of nominations for the same person/business in any category. The next setting is the category selection.

## Nominations

▶  General Nomination Settings

▶  Nomination Limit

▼  Category Selection

Single category per nomination  Multiple categories per nomination

### Category List Format

Select from a list

Example:

Category 1

Category 2

Category 3

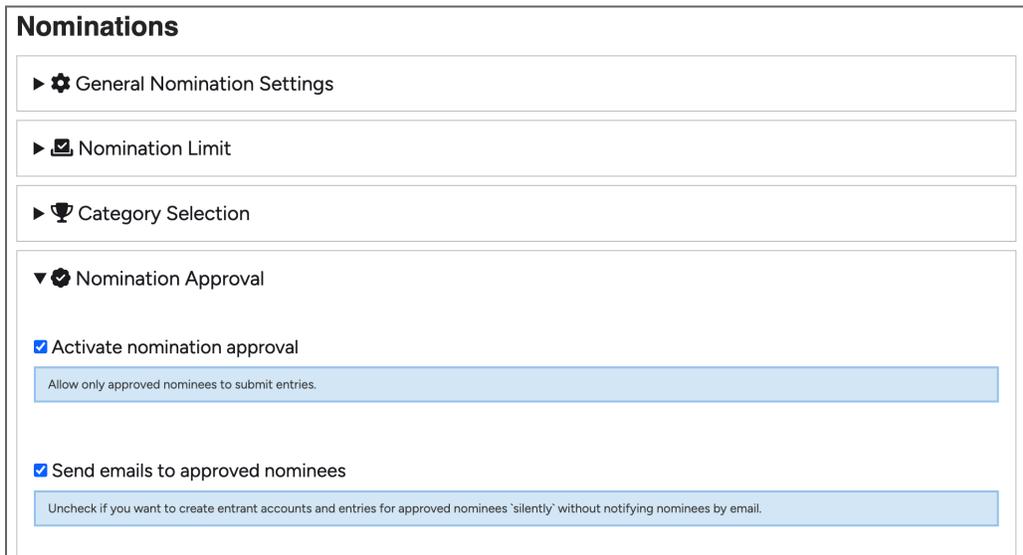
Drop down field

Example:

▶  Nomination Approval

Once the nominator has chosen which person/business to nominate, the Category Selection setting allows them to select only one or multiple categories to nominate them for at one time. The last nomination setting in this area is the Nomination Approval.

By selecting this box, any nominations that come in will need to be approved before the nominee will be notified of their nomination.

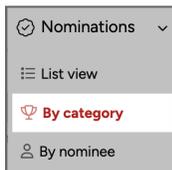


**Nominations**

- ▶ ⚙️ General Nomination Settings
- ▶ 📧 Nomination Limit
- ▶ 🏆 Category Selection
- ▼ 🗳️ Nomination Approval
  - Activate nomination approval
    - Allow only approved nominees to submit entries.
  - Send emails to approved nominees
    - Uncheck if you want to create entrant accounts and entries for approved nominees 'silently' without notifying nominees by email.

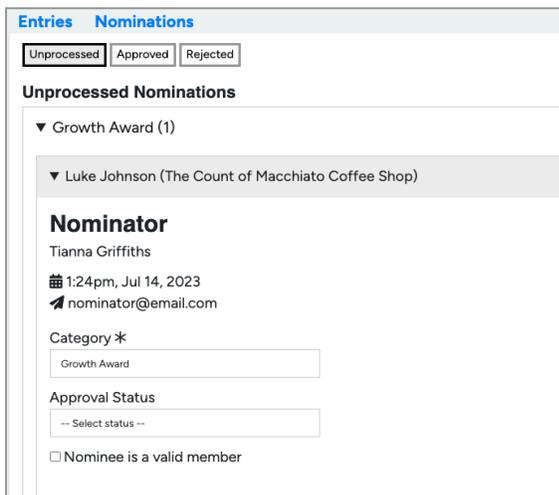
When 'Send emails to approved nominees' is turned on, you will see a button in the Approved Nominee list to send this notification. We will look at this area next.

If this setting is turned off, entries will be created for the nominees without their input. This can be a useful setting if you do not require nominees to fill out an entry form.



- 🗳️ Nominations ▾
- ☰ List view
- 🏆 **By category**
- 👤 By nominee

In order to see the nominations that have come in, go to the Nominations page. There are three different views for your nominations, either with a master list, by category, or by nominee if a person/business can be nominated for multiple categories. To see the nominations that need to be Approved, open 'By category'.



**Entries** **Nominations**

Unprocessed | Approved | Rejected

**Unprocessed Nominations**

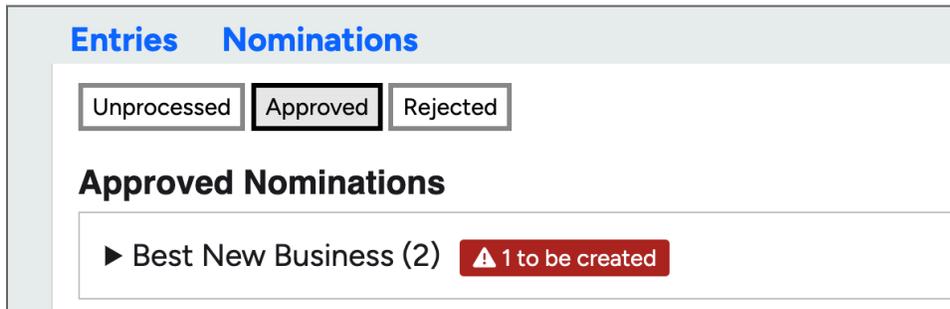
- ▼ Growth Award (1)
  - ▼ Luke Johnson (The Count of Macchiato Coffee Shop)
    - Nominator**
      - Tianna Griffiths
      - 🕒 1:24pm, Jul 14, 2023
      - ✉ nominator@email.com
    - Category \*
      - Growth Award
    - Approval Status
      - Select status --
    - Nominee is a valid member

If you have Nomination Approval turned on, this page shows your nominees divided by status: 'Unprocessed', 'Approved' and 'Rejected'.

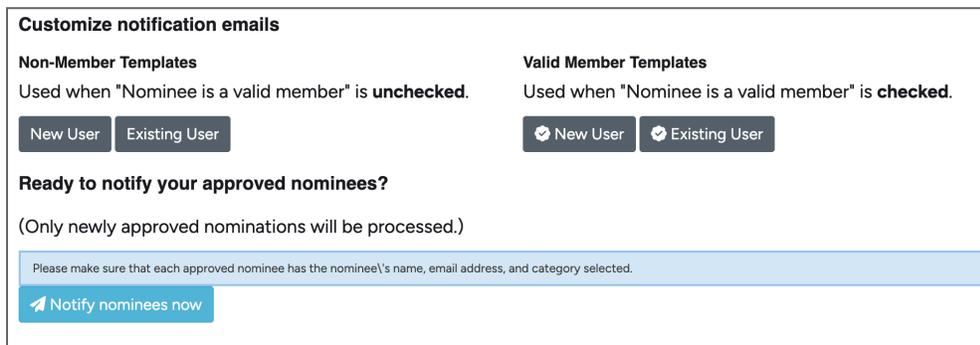
Opening an Unprocessed nomination lets you set its 'Approval Status'. After reviewing the contents of the nomination, decide whether it should be Approved or Rejected.

If Nomination Approval is turned off, you will simply see the list of Nominations.

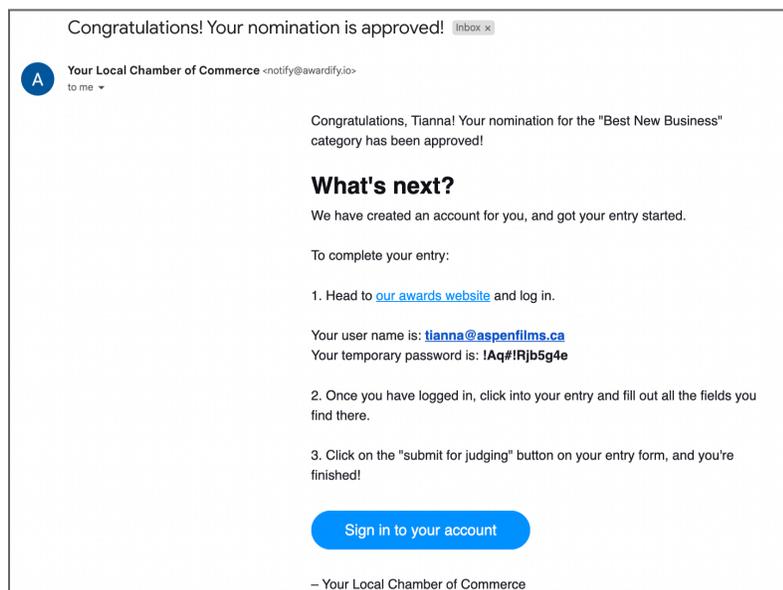
After reviewing and approving all deserving nominations, head over to the Approved tab. You should see red textboxes saying '# to be created'.



This is telling you that there are Nominees who need to be notified of their new accounts. At the end of the Approved Nominations list you will see a 'Notify nominees now' button, along with a few buttons to allow you to customize the emails that will be sent.



If you are using Member Numbers in your Nomination form as a way to vet nominees, those will be checked here, and the corresponding email sent out. If that is not a part of your process, simply disregard. The 'New User' email will go to individuals who have not created an account, the 'Existing User' email will go to those who have an account, perhaps as part of a previous nomination or Awards Season. You can edit either of the messages by clicking those buttons.



Once the email messages have been updated, hit 'Notify nominees now'. This email will congratulate them on their nomination and provide instructions on how to fill out their entry forms.

If you are operating without Nomination Approval you will see a dropdown option in your category view for 'Nominees without accounts.'

The screenshot displays the 'Nominations' interface. On the left is a sidebar with the following items: 'Active Season' (star icon), 'Awards' (trophy icon), 'Nominations' (checkmark icon), 'List view' (list icon), 'By category' (trophy icon, highlighted in red), 'By nominee' (person icon), and 'Entries' (document icon). The main content area is titled 'Nominations' and includes a 'View by' section with two buttons: 'Category' (trophy icon) and 'Nominee' (person icon). Below these are two dark buttons: 'Download nominations' (download icon) and 'Add a nomination' (add icon). At the bottom, a white box contains a right-pointing triangle followed by the text '51 nominees without accounts'.

This list can help you know if Nominees are seeing and responding to their 'Congratulation' emails.